

REVISION No. 1

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

RFP TITLE: Interdisciplinary Education
on Permanency and the
Courts.

RFP NUMBER: CCFC-201501-JR

PROPOSALS DUE: APRIL 17, 2015 NO
LATER THAN 3:00 P.M.
PACIFIC TIME



JUDICIAL COUNCIL
OF CALIFORNIA

OPERATIONS AND PROGRAMS DIVISION

CENTER FOR FAMILIES, CHILDREN & THE COURTS

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families and other court users.
- 1.2 Interdisciplinary permanency training. A core service provided by CFCC is interdisciplinary education on permanency for children and non-minor dependents in foster care. The juvenile court plays a unique role in ensuring permanency for children, both in its supervision of the dependency case and its ability to convene all participants in the dependency system. Participants in permanency trainings include judges, parent and child attorneys, social workers, county counsel, probation officers, Court Appointed Special Advocates (CASA), parents, juvenile dependency mediators, and other advocates and stakeholders.
- 1.3 Objective. This request seeks proposals to develop and pilot curricula on permanency for foster children and older youth (**Year 1**) and to provide regional trainings on permanency for foster children and older youth to the juvenile court, court appointed dependency counsel, and other child welfare partners named above (**Year 2**). Trainings will address system improvement, team building, new case law and legislation, improving family reunification outcomes, collaborative justice, and informed decision making. Trainings will also address special topics related to permanency for older youth.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction

The Judicial Council seeks the services of an entity with expertise in interdisciplinary education on improving permanency for families and children in the foster care system. The contractor will be expected to develop and pilot curricula in the first year, and provide four trainings in the second year, each lasting approximately **12 hours over two days, for a minimum of 125 up to 175 participants at each training**. The contractor’s responsibility and proposed costs shall include all aspects of the training including providing venues and faculty, marketing the training and providing registration, coordinating the training on-site, providing credit to participants, and evaluating efforts. The curriculum and

training plan will be devised by contractor in consultation with Judicial Council Center for Families, Children & the Courts education staff. The funding available for this project is between **\$160,000.00** and **\$190,000.00**, **which includes all expenses, including travel, venue, material, faculty, and other expenses associated with deliverables.** The work is expected to begin in **May 15, 2015** and end by **June 2015** in the first year (“**Year 1**”), with an option renewal to begin in **July 2015** and end in **June 2016** in the second year (“**Year 2**”).

2.2 General Scope of Services Requirements

- 2.2.1 The training program must encompass those aspects of improving permanency that can usefully be discussed in educational sessions by judicial officers, attorneys, child welfare professionals, probation officers, community advocates and volunteers, and parents and children.
- 2.2.2 The training curriculum must be based on the previous cycles of interdisciplinary permanency training conducted by the Judicial Council, the statewide curriculum developed by the California Social Work Education Center (CalSWEC), and other sources such as the California Child Welfare Council’s recent recommendations on improving permanency.
- 2.2.3 Contractor ~~must~~**will** pilot curriculum in a **minimum 12 hour** -training session conducted in the first year to include **at least 10 participants** -up to **a maximum of 25** participants.
- 2.2.4 Contractor will present and finalize curriculum based on feedback from pilot participants and Judicial Council education staff.
- 2.2.5 Trainings must encompass a mix of classroom-style instruction and group exercises and participation.
- 2.2.6 Trainings are expected to last 2 days and approximately 12 hours, and presented in a venue that will accommodate a minimum of 125 up to 175 participants.
- 2.2.7 Four trainings must be presented in **Year 2**. One training must be presented in each of the following areas: North (e.g. Redding); Central (e.g. Fresno); Inland (e.g. San Bernardino); Southern (e.g. Los Angeles).
- 2.2.8 The following key topics must be covered: system improvement, team building, new case law and legislation, improving family reunification outcomes, collaborative justice, informed decision making, permanency for older youth, and Public Law No: 113-183: Preventing Sex Trafficking and Strengthening Families Act.

- 2.2.9 Contractor must deliver training programs that must include a significant amount of participatory activity and include a method for practice and individual feedback from the instructor(s).
- 2.2.10 Contractor will deliver the training programs that include different methods for discussion, including but not limited to audio/visual vignettes, as well as case studies, other written materials, handouts and job aids.
- 2.2.11 Contractor will provide faculty including subcontracting with faculty when necessary. Faculty will be experienced professionals in their area of training. A two day training session must include a minimum of 6 to 8 faculty, from different backgrounds and disciplines, to create a varied and engaging experience for attendees. Faculty drawn from system participants such as former foster youth or parents in dependency is encouraged. Past Judicial Council trainings of this type have included approximately 10 faculty over 2 days.
- 2.2.12 Contractor will secure and pay for all training venues, logistical costs such as audiovisual equipment and wireless services, and catering costs for participants.
- 2.2.13 Catering must include light breakfast and lunch for participants.
- 2.2.14 Contractor will provide adequate marketing to ensure registration between a minimum of 125 and up to 175 participants at each training and a mix of disciplines represented by the participants.
- 2.2.15 Judicial Council will assist in marketing by disseminating training information to stakeholders through e-publications designed for court professionals, the e-news letter from the California Dependency On-Line Guide (CalDOG), and targeted outreach through email.
- 2.2.16 Contractor will provide registration software, registration services and other logistical support to participants.
- 2.2.17 Contractor will provide all written and printed materials required at training.
- 2.2.18 Contractor will provide on-site coordination services including coordination with the venue staff, the faculty, caterers and participants.
- 2.2.19 Contractor will provide and or assist the Judicial Council in providing continuing education units for attorneys and social workers.
- 2.2.20 Contractor will administer course evaluations and record them in a database and report evaluations to Judicial Council.

2.3 Tasks and Deliverables.

The Judicial Council anticipates the following major tasks and specific deliverables in connection with the scope of services described in this Request for Proposal (RFP). Without changing the Deliverables, the Proposer should correct, validate and expand on the tasks, as deemed necessary or desirable by the Proposer.

2.3.1 Task 1 – Curriculum Development and Pilot

2.3.1.1 ~~Review curriculum from 2013 and 2014 Interdisciplinary trainings (See Improving Permanency and Inclusion for Our Youth: Both Series: Review 2014 Interdisciplinary Training curriculum, (See Improving Permanency & Inclusion For Our Youth – Fall 2014 and Improving Permanency & Inclusion For Our Youth – Spring 2014: <http://www.courts.ca.gov/7873.htm>)~~

2.3.1.2 Meet with and obtain input from CFCC dependency attorneys on needs, gaps, objectives and outcomes for this project.

2.3.1.3 Design and develop the curriculum that must include competencies, objectives, outline and agenda with content to be covered, instructor training or lesson plan that includes key points for each learning objective, and participant materials, power point presentations and other multi-media presentations or training methods, exercises, hypothetical's, case studies, practice opportunities with direct and immediate individual feedback/critique, participant evaluation forms and other handouts. Contractor is expected to provide substantially new content in the curriculum, based on adult learning principles and a careful consideration of current dependency policy and practice.

2.3.1.4 Make modifications to curriculum based on feedback from CFCC dependency attorneys.

2.3.1.5 **Deliverable 1:** Complete draft curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above. **Due date: May 30, 2015.**

2.3.1.6 Conduct full pilot of training, including structured time for feedback from participants.

2.3.1.7 Make modifications to curriculum based on feedback from pilot participants

2.3.1.8 **Deliverable 2:** Complete curriculum package, which the Judicial Council will receive copies of and be able to use for future trainings, including all items mentioned above, at least 15 days prior to the first scheduled training event to provide Judicial Council staff an opportunity to review and collaborate on any needed changes. **Due date: June 19, 2015.**

2.3.2 Task 2 – Program presentations

2.3.2.1 Schedule and coordinate logistics, including venues for training and registration tools and process, for training programs in each of the four locations in California.

2.3.2.2 Reproduce and assemble program materials for instructors and participants.

2.3.2.3 Secure faculty and conduct trainings in each of the four locations that are 2 days in length at each location.

2.3.2.4 Review feedback from evaluations and debrief with Judicial Council staff.

2.3.2.5 Revise curriculum package as required by Judicial Council.

2.3.2.6 **Deliverable 3:** Program presented in first location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **first** training ~~should~~ occur by **August 14, 2015.**

2.3.2.7 **Deliverable 4:** Program presented in second location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **second** training shall occur by **September 18, 2015.**

2.3.2.8 **Deliverable 5:** Program presented in third location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **third** training shall occur by **March 25, 2016.**

2.3.2.9 **Deliverable 6:** Program presented in fourth location and registration and evaluation information provided to Judicial Council staff, as well as debrief with staff within 10 days following the training. The **fourth** training shall occur by **April 29, 2016.**

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued	March 30, 2015
Deadline for questions	April 6, 2015
Questions and answers posted (<i>estimate only</i>)	April 9, 2015
Latest date and time proposal may be submitted	April 17, 2015 at 3pm, PST.
Evaluation of proposals (<i>estimate only</i>)	April 17 – May 1, 2015
Notice of Intent to Award (<i>estimate only</i>)	May 1, 2015
Negotiations and execution of contract (<i>estimate only</i>)	May 1 – May 15, 2015
Contract start date (<i>estimate only</i>)	May 15, 2015
Contract end date (<i>estimate only</i>)	June 30, 2016

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Judicial Council of California Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council of California Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).

Attachment 3: Proposer's Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Cost Proposal Breakdown	The Proposer must complete the Cost Proposal Breakdown Form and submit the completed form with its proposal.

5.0 SUBMISSIONS OF PROPOSALS

- 5.1 Proposals must provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis must be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.
- 5.2 The Proposer must submit its proposal in **two parts**, the **technical proposal** and the **cost proposal**.
 - 5.2.1 The Proposer must submit one (1) original and three (3) copies of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - 5.2.2 The Proposer must submit one (1) original and three (3) copies of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- 5.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688
Attention: Nadine McFadden
RFP No: CCFC-201501-JR

- 5.4 Late proposals will not be accepted.
- 5.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

6.0 PROPOSAL CONTENTS

- 6.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- 6.1.1 The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- 6.1.2 Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- 6.1.3 For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- 6.1.4 Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Judicial Council may check references listed by the Proposer.
- ~~6.1.5 Proposed method to complete the work.~~
- 6.2 Describe the methods and timeline to complete each of Tasks 1 and 2, that also includes:
- 6.2.1 Dates and estimated timeframes to perform each subtask.

- 6.2.2 Meeting with Judicial Council attorneys for review of revisions to curriculum.
- 6.2.3 Development of materials.
- 6.2.4 Selection of faculty.
- 6.2.5 Training at each of the 4 locations.
- 6.2.6 Evaluation process.
- 6.2.7 Describe the process or methods to be used for development of advanced training content and materials.
- 6.2.8 Describe how you will integrate feedback from participants as part of the training process.
- 6.2.9 Describe your evaluation process.
- 6.3 Acceptance of the Terms and Conditions.
 - 6.3.1 On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
 - 6.3.2 If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
- 6.4 Certifications, Attachments, and other requirements.
 - 6.4.1 The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - 6.4.2 The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - 6.4.3** If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract)

conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

~~6.4.3~~

- 6.5 Cost Proposal. The following information must be included in the cost proposal.
- 6.5.1 A detailed line item budget showing total cost of the proposed services.
 - 6.5.2 Labor (detailed by functional description, faculty, hourly rate, estimated hours, and amount).
 - 6.5.3 Travel Expenses, including Travel, Meals, and Transportation.
 - 6.5.4 Venue Expenses, including venue location, facilities, setup costs, and catering.
 - 6.5.5 Curriculum, including development, electronic, and print materials.
 - 6.5.6 Training, including 2 days, 12 hours, and 125 – 175 participants per venue.
 - 6.5.7 Marketing, including e-publications, advertising, registration.
 - 6.5.8 A full explanation of all budget line items in a narrative entitled “Budget Justification.”
 - 6.5.9 A “not to exceed” total for all work and expenses payable under the contract, if awarded.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

7.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for one hundred twenty (**120**) days following the proposal due date. In the event a final contract has not been awarded within this period, the Judicial Council reserves the right to negotiate extensions to this period.

EVALUATION OF PROPOSALS

8.0

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Judicial Council will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Judicial Council will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

CRITERION	REFERENCES TO APPLICABLE RFP SECTIONS AND SUBMITTALS	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	6.1.1, 6.1.2, 6.1.5, 6.2.2 – 6.2.9	15
A combination of subject matter expertise, experience on similar assignments and reference checks related to those assignments	6.1.3, 6.1.4	25
Cost	6.5, - 6.5.9, Attachment 7	30
Acceptance of the Terms and Conditions	6.3, 6.4, Attachment 3, Attachment 5, Attachment 6	10
Ability to meet timing requirements to complete the project	6.2.1, 2.3.1.5, 2.3.1.8, 2.3.2.6, 2.3.2.7, 2.3.2.8, and 2.3.2.9	20

8.09.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The Judicial Council will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted

by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

9.010.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Judicial Council has waived the DVBE incentive in this solicitation.

10.011.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688
Attention: Nadine McFadden
RFP No: CCFC-201501-JR